

IS201 Fall, 2009

Sections IS201.002 & IS201.003

Instructor: S.M. Week, MBA

Course Description

Advanced topics in spreadsheets, microcomputer-based database management systems and macro programming. Prerequisite: IS101 (3 Credits)

Prerequisite

- IS101
- You will also need to have some basic business knowledge like calculating break-even, creating an income statement, time value of money, etc.

Course Objectives

- Develop advanced competence in the use of Excel features, including formatting, decision-making, charts and graphs, database tasks, and macros and simple VBA procedures.
- Develop advanced competence in the use of Access features, including designing and modifying database tables, preparing reports, creating and saving file queries, developing linked multi-table database systems, and creating macros and simple VBA procedures.
- Design and develop a complete user application using Access.

Textbook & Supplemental Materials

Succeeding in Business with Microsoft Office Access 2007: A Problem-Solving Approach

Sandra Cable

ISBN 13: 978-1-4239-0606-3 © 2008

Student downloads found at

<http://www.course.com/studentcenter/downloads.cfm?isbn=9781423906063&CFID=691208&CFTOKEN=79411573>

Succeeding in Business with Microsoft Office Excel 2007: A Problem-Solving Approach

Debra Gross, Frank Akaiwa, Karleen Nordquist

ISBN 13: 978-1-4239-0605-6 © 2008

Student downloads found at

<http://www.course.com/studentcenter/downloads.cfm?isbn=9781423906056&CFID=691208&CFTOKEN=79411573>

(The books are expensive. Do try to get them used. You may want to share an Excel book. You will need your Access book at the beginning of the semester. You will need the Excel book by 10/1/2009 at the very latest.)

Student Accounts

The student's NetID is used for WebCampus and in the COBA Lab. See

<http://www.it.unr.edu/getstarted/aboutnetid.asp> for NetIDs and how to change your password.

Student's Role and Responsibility

Students must take responsibility for learning. Students also share with the instructor the responsibility for providing an environment conducive to learning. Students should personally:

- be actively engaged with the material and with the process of education;
- build his/her own knowledge and skills (faculty guide students to materials and methods, but the learning is up to the student);
- participate in discussions on WebCampus;
- adhere to the dates set forth on the WebCampus calendar;
- be punctual in completing assignments;
- share responsibility for the flow of communication concerning a course (this involves regularly checking WebCampus and responding to email from the instructor;)
- be familiar with and adhere to matters of academic integrity as identified by the University;
- participate in objective and constructive evaluations of the instructor and of the course (this helps to clarify problems and strengths that will help the instructor to improve the course in subsequent semesters).

Course Policies

1. University policy specifies that in cases of academic dishonesty, students may either receive an “F” for the assignment or exam, receive an “F” for the course or be expelled from the University. Please see the University of Nevada’s Student Conduct Code & Student Academic Standards for more information.
2. If a student is unable to take an exam on the exam date; he/she should contact the instructor ten days to two weeks before the exam. In conditions of extreme illness or duress; the student should contact the instructor immediately.
3. Exams are partially open-book and open-note. Notes may only be in a written or printed form (not electronic) for use during an exam. Students may not receive outside help during an exam.
4. Students will complete homework individually. Each student must create his or her own files and must physically input each command into these files. Students may sit side-by-side and work together in the lab. However, each student must create his or her own files and must input each keystroke into his or her files. The student should note that the instructor is able to verify file integrity. Students that violate this policy will receive a failing grade for the course for the first incidence of cheating.
5. If English is not the student’s native language, a translation device may be used during exams.
6. According to University policy, a grade of incomplete may only be given to a student currently passing the class. An incomplete will only be given in extreme, verifiable cases. Please contact the instructor at the first sign of an issue that is affecting schoolwork.
7. Students will show respect to others when posting messages to the course discussion board. Students will refrain from using language and/or graphics that might offend others.
8. Students will use proper punctuation, and complete words and sentences when emailing the instructor, teaching assistant, other students in the course and when posting to the discussion boards.

9. Students are responsible for assignments and quiz due dates regardless of technical difficulties. Plan ahead!
10. Students having class and/or work schedule conflicts with all posted office hours should make appointments with the instructor or well in advance of need.
11. Assignments are accepted only once. The remaining portion of a partially completed assignment may not be turned in at a later date.
12. Students may turn in assignments up to seven calendar days late. Assignments up to three calendar days late will be penalized 10%. Homework four to seven calendar days late will be penalized 30%. Assignments are not accepted after seven calendar days have elapsed. Labs must be done in the lab on the appointed day. Labs cannot be made up. Students having University obligations during a lab must notify the instructor 10 days to two weeks before the lab occurs.
13. Projects are not accepted late. The instructor has scheduled her time to be able to grade projects in a timely manner. Therefore, they must be turned in at the due date/time.
14. It is not possible to complete a quiz after the due date/time.
15. Students may bring food and/or drinks into the classroom. It is asked that students refrain from eating noisy foods and that they clean up after themselves. Students may not bring food or drinks into the computer lab.
16. Students may use laptop or notebook computers during class to take notes and work on IS201 coursework. Students will not share a computer display with others. Computers are for personal use only. Students will not play games, do homework for other classes, communicate with others via email, IM, etc. Students will not "surf the web" during class. Students using these devices will refrain from having any material on their screens that others may find offensive. Students (even inadvertently) showing nudity, pornography, offensive words or websites will not be allowed to use electronics in the classroom for the remainder of the semester and will be referred to Student Judicial Affairs for counseling.
17. When in the computer lab students will use computers only for IS201 work. Students will not play games, do homework for other classes, communicate with others via email, IM, etc. Students will not "surf the web" during lab. Students using these devices will refrain from having any material on their screens that others may find offensive. Students (even inadvertently) showing nudity, pornography, offensive words or websites will not be allowed to use a computer during lab for the remainder of the semester and will be referred to Student Judicial Affairs for counseling.
18. Students **will not use cell phones or PDAs in the classroom or lab**. Students will not use headphones, earbuds, or any other technology not otherwise covered in these policies unless used to compensate for a disability. Documentation from the Disability Resource Center will be necessary in order to use these items.
19. Students shall not be late to class. It is disturbing to the instructor and to other students for students to arrive late. If a student is being held over in a class where he/she is not able to get to IS201 on time; the instructor will willingly discuss the issue with the professor of the earlier class.

20. Students may not leave class and then reenter. It is advised that if a student must leave class early that he/she should let the instructor know before class starts. Students that leave class to go to the restroom, take a phone call, get a tissue etc. should take all of their belongings with them and should not return. Students will forfeit five homework points each time this policy is disregarded. If a student has a physical or other problem that will not allow him/her to sit through a 75-minute class period, he/she must meet with the instructor during office hours to discuss this issue.

21. Students will name all files with the first name then the last name then the assignment as directed on each assignment. This is very important for accuracy in grading. Students will lose points on assignments that are not named properly.

22. Students wishing to record any part of any lecture (audio, photographic, video, etc.) will ask permission of the instructor before commencing this activity.

23. Students will verify that the instructor has received his or her file for an exam or lab before leaving the room. If a student does not verify the instructor has the file and the file is not uploaded for grading, the student will receive a zero for that exam or lab. Students should upload exams and/or labs at least five minutes before the end of the class.

24. A student that feels he/she has been offended by the instructor or other students is encouraged to visit with or email the instructor as soon as possible. It is important that all students feel welcome and safe at the University in general and in IS201 in particular.

25. Check WebCampus at least twice a week for announcements and emails.

Suggestions for Success

Based on my own experience as a student and those of my students from previous semesters, I offer these suggestions for success in this class:

- Although many prefer Firefox or other Internet browser software, use the latest version of Internet Explorer to view the web sites.
- Check the Student Schedule prior to coming to class. If the instructor changes class from the classroom to the lab you will see the update on the Student Schedule.
- Use the My Grades link to check your progress. When you see that a quiz or an assignment has been graded reopen the quiz or assignment. There's feedback! After an assignment is graded there are notes as to why points were deducted. When the project has been graded, your checksheet is returned to you electronically notes on how your project was graded. On quizzes you will find the correct answer for any question you missed.
- Take advantage of help from the Lab Assistants! They are well-versed in your assignments and can answer almost any questions you have on homework and the project. They are present in the AB301 lab over 40 hours a week! See the schedules link for their hours.
- Allow time to deal with "technical difficulties". Accept that sometimes working with a computer is very frustrating and it's better to turn it off and come back at a later time rather than continuing to frustrate yourself. This, of course, requires you to not wait until the last minute to do your assignments and quizzes.
- **Keep backup copies of all materials created.** Heck, back up your entire My Documents folder in your computer weekly!
- Keep all items returned to you until after your final grade is posted on ePaws.

- Turn in assignments when they are due even if they aren't complete. Partial credit is better than no credit.
- Actively participate in the WebCampus discussion board. If you know the answer to a classmate's question - answer it!
- Communicate with your instructor at the first sign of trouble. Waiting until the end of the semester limits the options that are available to you.
- Be honest with yourself about the amount of time you can or will give to this course. If you are “too busy” to do the assigned work and to come to class, you cannot be successful in the course.
- This course is time consuming as you are developing a skill as well and learning concepts. To learn a skill takes practice. Practice takes time.
- Read and understand the syllabus and clarify any questions you have with your instructor as early in the semester as possible.
- Trade contact information with others early in the course.
- Use all technology possible to develop study relationships with your peers. The phone, chat, email, and discussion board are excellent conduits to support your success in this course.

Student Schedule on WebCampus

The Course Content page breaks down what the student should accomplish each week. Students may get ahead, but should not get behind.

Quizzes = 100 points

The student will complete ten 10-point quizzes based on the Succeeding in Business with MS Access 2003 and Excel 2003 books. Quizzes are launched from the Quiz page. Students may have quizzes reset up to 48 hours before the availability has ended. Students may view the quiz and exit without submitting in order to view quiz questions before answering. There is no time limit on quizzes. **It is not possible to take a quiz after its availability has ended.**

Assignments = 200 points

Assignments shall be turned in via WebCampus and are found on the Assignments page. Instructions on how to turn in assignments are found on the Start Here link. Late assignments are accepted up to one week after the due date. (Up to seven days late = 30% penalty.) **After seven days late assignments are not accepted. Two exceptions are the Access Show and the Solver Lab. You must be present in lab to get credit for those assignments.**

Students may work in the lab or at home to complete homework and assignments. Microsoft Office 2007 is the supported software for this course. Office Professional includes the applications used in this class, e.g. Excel and Access. Students working on earlier versions of Office will find that they may encounter some difficulties. **Microsoft Works does not have the functionality needed to complete assignments for this course.**

Please note the difference between the Standard Office package and the Office Professional package. The Standard Office package does not include Access software. All software needed for this course is available in the COBA lab. The student will work on his own to complete all assignments. That means that each keystroke must be input by the student on his own file. Please see Course Policies for information on Academic dishonesty.

Term Projects = 350 points

The student will complete a 200-point Access term project and a 150 point Excel term project. Instructions for the project will be covered in class and will also be found on the Assignments link. Due dates are listed on the course calendar. **Projects cannot be turned in late.**

Exams = 350 points

The student will take two exams during the semester. The mid-term exam is worth 150 points, and the final is worth 200 points. The student should let the instructor know ten days to two weeks before an exam if he/she has a conflict with the exam date/time.

Course Grading

The course is based on 1,000 points:

Quizzes (10 @ 10 points each)	100
Assignments	200
Access Project	200
Excel Project	150
Exams (mid-term @ 150, final @ 200)	350
Total Points	1,000

The assignments points breakdown is as follows:

A-Ch1 Case3	10
A- Ch2 Case3 #1-7	10
Chapter 3 Tables Assignment	10
A-Ch4 Case3 #1-4	10
A-Ch5 Case3 #1-4	10
A-Ch6 Case3 All & Ch7 Case3 #1-4	20
E-Ch1 L1	10
E-Ch2 L2	10
E- CH3 L2	10
E-Ch4 L3	10
E-Ch5 L2	10
E-Ch6	10
E-Ch9 Solver (Lab)	20
Database Design Assn	20
Roster Assn	10
Access Show Comments	20
Total	200

Grades will be assigned according to the following table:

Student Score			Final Grade
930	to	1,000	A
900	to	929	A-
870	to	899	B+
830	to	869	B
800	to	829	B-
770	to	799	C+
730	to	769	C
700	to	729	C-
670	to	699	D+
630	to	669	D
600	to	629	D-
0	to	599	F

Equal Access Statement

The Department of Accounting/IS supports equal access for students with disabilities. If you are in need of special services due to a disability, please contact the instructor or the Disability Resource Center. The Disability Resource Center (DRC) provides accommodations for students with verified disabilities. When appropriate, reasonable accommodations can include the following: alternative testing, readers, note takers, interpreters, and adaptive equipment. For more information and/or to determine eligibility, please contact the Disability Resource Center in Thompson Building, room 101 or call (775) 784-6000.

Notes on Changes to Course Schedule and Syllabus

- The instructor reserves the right to make changes to the syllabus and the schedule anytime throughout the semester.
- Your continued registration in this class after the initial drop date signifies that you have read and understand the syllabus for IS201 Fall Session 2009 and will abide by the course policies in the syllabus.